



TOWN OF ENFIELD
Development Services Department, Inland Wetlands and Watercourses Agency
Telephone: (860) 253-6355, www.enfield-ct.gov

Permit Application for Inland Wetlands & Watercourses Activity

Application For: ☐ Permit ☐ Extension ☐ Modification (Existing Permit/Application #'s: _____)
☐ Agent Approval ☐ Other: _____

Property Location and Nearest Intersection: _____

Size of Parcel: _____ Zone: _____ Map/Lot: _____ Current Use: _____

Applicant's Name: _____

Complete Address: _____

Daytime Phone: _____ Evening Phone: _____ Fax: _____

Email: _____ Applicant's Interest in Property: _____

Owner's Name: _____

If the owner is a corporation, or other non-individual entity, include the primary contact information

Complete Address: _____

Phone: _____ Email: _____ Fax: _____

Applicant's Representative: _____

Complete Address: _____

Phone: _____ Email: _____ Fax: _____

TO WHOM WILL THE PERMIT BE ISSUED? ☐ OWNER ☐ APPLICANT

*****PLEASE ATTACHED ADDITIONAL SHEET IF NECESSARY*****

Project Name and Brief Description (i.e. residential, agricultural, commercial, number of lots, etc.): _____

Is any portion of the property located within 500 feet of an adjoining municipality? _____

Wetlands Located on Property (in square feet (s.f.)): _____ Wetlands to be impacted (s.f.): _____

Watercourses Located on Property? _____ Name or Type of Watercourse: _____

Are Proposed Activities Located within the 100-Year Floodplain? _____ Floodway? _____

Are there slopes with grades in excess of 15% located on the property? _____

Is any portion of the project located within a public water supply aquifer or watershed area? _____

Is Mitigation Proposed for Impacts? (If yes, please describe) _____

Do Proposed Activities Require Review by the PZC? _____

*****SEE APPLICATION CHECKLIST ON BACK FOR MINIMUM APPLICATION REQUIREMENTS*****

The applicant understands that this application is to be considered complete only when all information and documents required by the Agency have been submitted. The undersigned warrants the truth of all statements contained herein and in all supporting documents according to the best of his/her knowledge and belief. Permission is granted to the Town of Enfield, Inland Wetlands & Watercourses Agency, and its agent (s) to walk the land, at reasonable times, and perform those tests necessary to properly review the application, both before and after a final decision has been issued.

 Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

FOR OFFICE USE

Application #: _____ Date Submitted: _____

Fee amt./Check or Cash: _____ Date of Receipt by Agency: _____

Staff Initials: _____ Sequence #: _____ DEP form Submitted Date: _____

Enfield Inland Wetlands and Watercourses Agency Application Checklist

N/A	Appl.	Documents Required
<input type="checkbox"/>	<input type="checkbox"/>	Applications and revised materials must be submitted to the Planning Department no later than 5 pm eight (8) days prior to the IWWA meeting to be fully reviewed by the IWWA, otherwise applications will only be received.
<input type="checkbox"/>	<input type="checkbox"/>	An original of the completed application form and site plan and two (2) full size copies of the set of site plans and any reports.
<input type="checkbox"/>	<input type="checkbox"/>	Eleven (11) 11X17 (or full size) sets of site plans and Part II of the DEP Reporting Form completed.
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee (see following page for calculation)
<input type="checkbox"/>	<input type="checkbox"/>	If any portion of the project is located within a public water supply aquifer or watershed areas Public Act No. 06-53 of the CT G.S. require the following: (1) Written notice including the Project Notification Form (PNF) to the involved Water Company within seven (7) days of submittal of any application, petition, request, or plan to the Town of Enfield; (2) Notice to the Water Company by the applicant is to be by certified mail, return receipt requested. The PNF and Level A Aquifer Protection Area Mapping can be obtained from the Town of Enfield Planning Department as well as online at http://enfield-ct.gov/content/91/797/default.aspx .
<input type="checkbox"/>	<input type="checkbox"/>	Pre and post development stormwater drainage calculations, with drainage area map, except for single-family homes or similar
<input type="checkbox"/>	<input type="checkbox"/>	Report on soil types and characteristics from Professional soil Scientist who delineated wetlands. Report shall include a minimum of one field soil profile for each wetland soil type within project area. Profile shall be presented in data sheet format.
<input type="checkbox"/>	<input type="checkbox"/>	The applicant must certify whether any portion of the property is within 500 feet of an adjoining municipality, whether streets from an adjoining municipality will be used for entering or exiting the site, whether sewer or water drainage will flow through or impact an adjoining municipality or whether water run-off will impact streets or adjoining municipal or private property within an adjoining municipality. If the project falls within any of the above mentioned definitions, then a letter must be sent by certified mail to the adjoining municipalities Inland Wetlands Agency along with a copy of the application and site plan being submitted to this Agency. Evidence of submission shall be submitted to the Enfield IWWA.
<input type="checkbox"/>	<input type="checkbox"/>	For proposed wetland impacts, a wetland assessment report from a soil scientist or other qualified individual.

N/A	Appl.	Site Plan Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Stamped by a Professional Engineer registered in the State of Connecticut.
<input type="checkbox"/>	<input type="checkbox"/>	Property boundaries, north arrow, name of project, date and type of drawing, subsequent dates of revision with description, names and addresses of engineers and surveyors (when appropriate), location map, property owners(s) and adjacent property owners
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed topography, structures, utilities, roadways and buildings. Plan/profile sheets shall be included for roads and all off road pipelines.
<input type="checkbox"/>	<input type="checkbox"/>	Soil types as mapped by the National Resource Conservation Service.
<input type="checkbox"/>	<input type="checkbox"/>	Wetlands located on adjacent properties, within approximately 100-feet of subject property.
<input type="checkbox"/>	<input type="checkbox"/>	Alternatives considered and rejected to be either shown on a site plan or explained in narrative form.
<input type="checkbox"/>	<input type="checkbox"/>	Soil and Erosion Control Measures including Narrative, per 2002 CT E&S Control Guidelines at a minimum.
<input type="checkbox"/>	<input type="checkbox"/>	Wetland boundaries delineated by a Professional Soil Scientist whose signatures is required on site plan.
<input type="checkbox"/>	<input type="checkbox"/>	Limits of Upland Review Areas.
<input type="checkbox"/>	<input type="checkbox"/>	Cuts and fill volumes indicating source and type of fill, destination of removed fill, except for single-family homes or similar.
<input type="checkbox"/>	<input type="checkbox"/>	Limits of woody vegetation clearing.
<input type="checkbox"/>	<input type="checkbox"/>	Well locations and setbacks from septic systems and drainage swales.
<input type="checkbox"/>	<input type="checkbox"/>	Septic system locations including reserve areas, existing and proposed grading, spot grades and setbacks from wetland areas.
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater drainage systems.
<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed pipe sizes, lengths and inverts.
<input type="checkbox"/>	<input type="checkbox"/>	Test pit and soil profile locations.
<input type="checkbox"/>	<input type="checkbox"/>	Acreages of wetlands/watercourses on the site and the acreages presented separately of wetlands, watercourses or upland review areas to be altered.
<input type="checkbox"/>	<input type="checkbox"/>	Boundaries of 100-year floodplain or floodways as determined by FEMA.

N/A	Appl.	Details Sheet
<input type="checkbox"/>	<input type="checkbox"/>	Erosion and sediment control details along with a sequence plan.
<input type="checkbox"/>	<input type="checkbox"/>	Test pit logs
<input type="checkbox"/>	<input type="checkbox"/>	Details of all proposed site improvements (i.e. drainage structures, pipes, footing drains, curtain drains, dewatering, cross section of septic system or sewer connection, cross section of detention, retention, or sediment basins, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Construction sequence specifications.

N/A	Appl.	Public Hearing (If Required)
<input type="checkbox"/>	<input type="checkbox"/>	Notice to immediate abutters by certified mail not less than 15 days prior to the start of the public hearing.
<input type="checkbox"/>	<input type="checkbox"/>	Green cards are to be handed in to the Agent for the IWWA prior to the start of the public hearing.
<input type="checkbox"/>	<input type="checkbox"/>	The Town of Enfield Planning Department is responsible for publishing the legal notice.

THE ENFIELD IWWA MAY REQUEST ADDITIONAL INFORMATION DURING THE PERMIT PROCESS AS NECESSARY.

FEES

(In accordance with Section 18 of the IWWA Regulations)

18.1 The Agency shall collect the following fees to help defray the costs and expenses of carrying out its duties under these regulations. No application shall be granted or approved by the Agency unless the correct application fees have been paid, or a waiver of such has been granted.

Fee for Activities:

\$15.00	Determination of Permit Need (DPN) (Jurisdictional Ruling)
\$70.00	Agent Approval (Amend. Effective Date: Feb 4, 2004)
\$75.00	Base Fee for Individual Home Owner and Agricultural Activities Required a Permit
\$150.00	Base Fee for All but Above. (DPN fee will be deducted, if a permit is deemed necessary.)
\$75.00	Revisions to Existing Permits (i.e., alterations to conditions)

The following will be added to the above fees:

\$60.00	State Permit Fee (amend Effective Date October 1, 2009)
\$150.00	Wetlands Map or Regulation Revisions
\$125.00	For Each Proposed Additional Point of Impact to Wetlands beyond One (Temporary Soil and Erosion Control Points of Contact will be Exempt.)

Boards, Commissions, Agencies and Departments of the Town of Enfield are exempt from all fee requirements.

18.2 As a condition of any permit, the Agency may require that the applicant engage and pay for an independent consultant to report to the Agency the results of the project monitoring and/or inspections. The consultant must be pre-approved by the Agency, and said consultant shall monitor and/or inspect on a schedule determined by the Agency.

- a. The consultant shall send written reports on performance on a schedule determined by the Agency simultaneously to both the Agency and the Planning Department, Town of Enfield, 820 Enfield Street, Enfield, Connecticut, and to the applicant.